

CITY OF ANNAPOLIS
Human Resources Department

City Administration

Human Resources Department

- Civil Service System
- Benefits and Wellness
- Appointments and Promotions
- Employee Records
- Performance and Training
- Separation and Retirement
- Employee and Labor Relations
- Recruitment / EEO

Human Resources Department

Fund Support:

General Fund

Description:

The Human Resources Department administers the provisions of the City Charter and Code dealing with the civil service system which include appointments and promotions, benefits and wellness, performance and training, personnel records and separation and retirements.

The Director serves as chairman of the Risk Management Committee and as staff liaison to the Civil Service Board and the Public Safety Disability Retirement Board. The Director is also a member of the Police and Fire Retirement Plan Commission and the Employee Recognition Committee.

Mission:

The Human Resources Department is committed to actively recruiting qualified and diverse applicants, retaining employees by offering competitive and comprehensive benefits, providing continuous educational and training opportunities, and ensuring a safe and equitable work environment for all employees and citizens. We embrace a proactive philosophy dedicated to providing exemplary service by identifying significant human resources issues and developing innovative, cost effective solutions.

Services:

- Recruits, examines, and recommends to appointing authorities applicants for authorized City positions.
- Administers all entrance and promotional exams, and prepares lists of persons eligible for hiring and promotion.
- Maintains the salary and classification plan and official employee records.

- Administers various employee benefits, including health, life and disability insurance, optical, dental, deferred compensation, flexible spending accounts, credit union, leave, workers' compensation and blood donor programs.
- Coordinates the annual performance review program and initiates payroll actions to be forwarded to the payroll division of the Finance Department.
- Oversees the disciplinary program and subsequent grievance and appeal processes, under either union or civil service provisions.
- Administers firefighter, police, trades, and clerical union contracts and coordinates the negotiation thereof.
- Coordinates and administers retirement plans for civilian and public safety employees.
- Implements quality of life mandates, including fair labor standards, family medical leave, harassment, drug abuse, disabilities, and equal employment opportunity.
- Plans and coordinates City-wide training for employees that foster administrative goals and objectives.

Goals & Objectives:

- Provide diversified applicant pool for all vacant positions within 60 days.
 - Assess each vacant position.
 - Advertise each position.
 - Assess applications.
 - Forward to selecting official.
 - Monitor selection process.
- Improve our current human resources information system to more effectively utilize technology to enhance our support service to employees and citizens.

Human Resources Department

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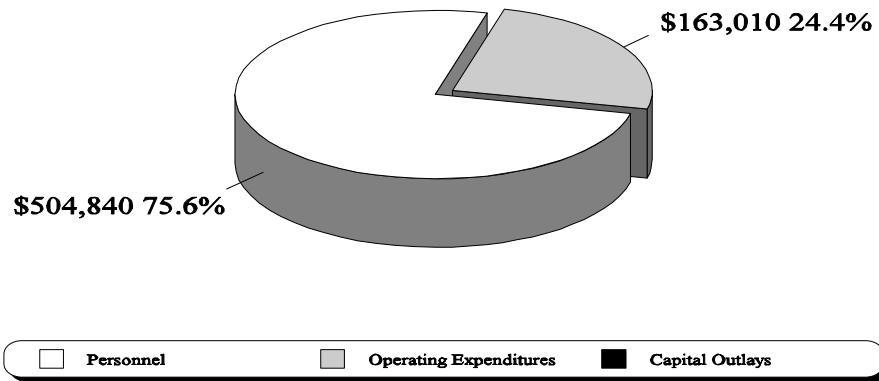
- Promote usage of newly enhanced on-line Benefit Program.
- Adopt an electronic records storage system.
- Create a Human Resources Workforce Analysis/Data Retrieval.
- Create more efficient training opportunities for employees by expanding options through e-training.
- Plan and execute new and existing programs to improve employee retention, productivity, and enjoyment of work life.
 - Comprehensive and competitive benefits.
 - Implement classification and compensation study.
 - Create a Training Academy.
 - Employee recognition.
 - Ensure safe & equitable environment.
 - Implement Class & Comp Study.
- Continue to support and assist Human Resources Boards and Commissions.
 - Provide on-going support to the Civil Service Board and Human Relations Commission.
 - Provide on-going support to the Public Safety Disability Retirement Board.
- Create a cohesive community.
 - Identifying organizational issues.
 - Plan and execute team building events.
 - Continue implementation of City-wide internship program.
 - Implement Citizen Service program City-wide.
- Set a standard of customer service for all.
- Continue to support family friendly workplace.
- Educate employees on Human Resources Policies.

Significant Changes:

- Completed compensation/classification study, which reviewed every existing classification and reviewed compensation levels relative to other jurisdictions.
- Developed a Citizen Service Program, which utilized a focus group, mystery shopping and then developed and implemented a several stage customer service training initiative. The initiative has trained all staff members from all City Departments and include a component for identifying and streamlining processes with an eye towards improving citizen service.
- Developed and implemented summer intern program..
- More employee involvement in the Benefits Focus Group, which is charged with communicating information regarding employee benefits plans and options to employees, soliciting feedback, and informing the City's Administration about suggestions, compliments and complaints related to various benefits plans.
- Completed comprehensive review and revision of City Personnel Rules and Regulations.

<i>Budget Summary</i>	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>	<i>Percent Change</i>
Personnel	\$430,640	\$449,460	\$504,840	12.32%
Other Operating Expenditures	143,440	228,010	163,010	-28.51%
Total Expenditures	\$574,080	\$677,470	\$667,850	-1.42%

Human Resources Department
Budget By Expenditure Type



Because the Human Resources Department consists of only one major division, a comparison of divisional budgets is not applicable.

Human Resources Department Staffing Summary

	<i>FY 2004 Actual</i>	<i>FY 2005 Adopted</i>	<i>FY 2006 Adopted</i>
	<i>Permanent</i>	<i>Permanent</i>	<i>Permanent</i>
Personnel	7	7	7
Department Total	7	7	7

Staffing Summary By Position - FY 2006 Permanent Positions

Total
FTE

Human Resources:

Human Resources Director	1
Benefits Administrator	1
Training Programs Administrator	1
HR Associate II	1
HR Associate I	2
Recruitment/EEO Administrator	1

The Human Resources Department has a temporary Student Intern position.